

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **INTERPRETER** (12 month position)

Job Order Number: 4091

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$36,144 annually

Deadline: September 22, 2015 - until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the below.)

High School diploma or GED equivalency required. Bachelor's Degree in Interpreting from an accredited college or university preferred.

Missouri Sign Language Interpreter's License or certification necessary to obtain one.

Missouri Interpreter's Certification System (MICS) Advanced or Comprehensive Certification; RID CI/CT, CSC, NIC Advanced, or NIC Master Certification; NAD Level 4 or 5 Certification preferred. Will consider: MICS Intermediate Certification, RID NIC Certification, NAD Level 3 Certification.

Three (3) years professional interpreting experience (education, legal, medical, workshop, and seminar) preferred.

PREREQUISITES FOR THE JOB

Knowledge of ethics established related to the interpreting profession.

Knowledge of Deafness, Deaf Culture and Interpreting.

Knowledge of American Sign Language, Pidgin Signed English, and Finger Spelling.

Ability to interpret for some extracurricular activities.

Ability to maintain impartiality with regard to the setting and/or persons involved.

Ability to educate Hearing, Deaf and Hard of Hearing individuals regarding the proper utilization of an interpreter.

Must meet the required American Sign Language competency level of Advanced Plus.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Provides interpreting for telephone calls and meeting such as IEP's and other assemblages, with some travel involved.

Assists with procurement of interpreting services for school, residential, and extracurricular activities.

Assists in maintaining a schedule which will meet the interpreting needs of the school, residential and extracurricular activities.

Performs language observations during structured (classroom) and informal settings (cafeteria/recess).

Assists with Outreach service functions, i.e. visits to Local Education Authorities' (LEA's) as needed.

Provides guidance to LEA's on interpreting questions as needed.

Performs other related duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at

<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS

ANNUAL LEAVE: Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator-Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.